DOE-CID: Certification of Instructional Day Frequently Asked Questions

Note: As of 06/07/07 Scheduled Half-Days can be reported. Do not report professional development days or parent teacher conference days at this time.

~~Q: We have scheduled a half day at the beginning and the ending of the school year for students. The CID is calculating two full days. How do I correct this?~~

~~A: Currently the DOE-CID (Certification of Instructional Days) input form does not correctly process half days. This issue is being addressed.~~
~~Meanwhile, you can email the following information to msfura@doe.state.in.us or stn_support@doe.state.in.us and we will manually update your CID information:~~
- ~~Corporation ID;~~
- ~~School ID; and~~
- ~~Date(s) on which the half day(s) occurred.~~

Q: We have scheduled a half day of orientation and work day for our teachers at the beginning and ending of the school year. How is this reported?

A: You will not certify the Student Release Time and Professional Development time (SRPD) on this collection. This information will be submitted on the 07-08 SRPD report that will be made available on the K-12 Data Page.

Q: How do I report professional development days?

A: Professional development days are usually built into the teacher calendar. You will not need to identify the exact day(s).

Q: Our school used Presidents Day as a make-up day for a snow day. Do I click the Clear button to remove that day?

A: Yes

Q: How do I report make-up days?

A: The CID is based upon the school calendar. If make-up days were not built into the calendar change the beginning and ending date for students and teachers.

Q: I have a waived date approved by the Department and do not see that listed. What do I do?

A: Approved Waiver days are reflected on the CID page above Add Additional Dates. If you have a waiver day but a zero (0) is listed contact the Division of Accreditation, Assistance, and Awards at 317-232-9060 or 800-894-4044.

Q: Our teachers are in attendance on a day that the students do not attend. How do I report that?

A: The School Calendar portion of the CID pertains to student instructional days only. The only information that needs to be completed on teachers is the teacher calendar dates.